

U.S. Department of Labor

**Employment and Training Administration
The Curtis Center, Suite 815 East
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Reply to the Attention of: II TGJ/OSA

May 29, 2003

DIRECTIVE:	REGION 2 PRH SUPPLEMENT NO.	5.10R4
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TO ALL REGION 2 CENTER DIRECTORS
ALL REGION 2 CENTER OPERATORS
ALL REGION 2 AGENCY CENTER

FROM: LYNN INTREPIDI
Regional Director,
Office of Job Corps

SUBJECT: CONSTRUCTION AND REHAB REPORT - QUARTERLY

1. Purpose: To provide supplemental reporting instructions for the Quarterly Construction Rehab Report. The Quarterly CRA status report assists in monitoring the financial status of construction/rehab projects being performed at all Job Corps centers and to identify projects which may require additional funding or those that have excess funding that may be removed from the contract or transferred to another project.
2. Background: The revised and reformatted PRH issued on July 2001 did not provide for a reporting format for the Construction and Rehab Report that was formerly included in old appendix 905. However, PRH Exhibit 5-2 still requires the report to be submitted on a quarterly basis.

In September 2002, the National Office rolled-out the Financial Management System (FMS), a web-based application created to automate the preparation, submission, and approval of budget, expense, workload, staff vacancy, and various other reports for Job Corps Centers, Outreach/Admission (O/A), and Career Transition Services (CTS). FMS also includes modules to assist the Job Corps community in monitoring the status of projects and funding levels. However, the module is not expected to be implemented in the very near future.

The Regional and National offices have received a variety of different report formats and have

found it increasingly difficult to discern the status of funded projects and/or the amount of available funds that can be transferred. Additionally, delays in completing funded deficiencies, included in the Inventory of Needs (ION), are further delayed because of escalating costs. The Philadelphia Regional Office, in cooperation with the National Office ESC and contractors have developed an interim MS Excel© spreadsheet designed to standardize the quarterly reporting process. Instructions for completing the spreadsheet are included in Exhibit A.

3. Action: Each Region 2 Job Corps Center will complete a Job Corps Construction and Rehab Report and forward it electronically to the attention of the following staff:

Mike O'Malley, National Office	omalley.mike@dol.gov
Bill Dakshaw, National Office	dakshaw.bill@dol.gov
Lynn Intrepidi, Regional Director	intrepidi.lynn@dol.gov
Peter Calvo, Division Chief	calvo.peter@dol.gov
DOL Project Manager	lastname.firstname@dol.gov
ESC Project Manager	lastname.firstname@dol.gov

The initial report for contract centers will include all funded projects covering the current contract. CCCs will report current program year projects plus any prior year carryover projects. No hard copies reports should be sent. The first report for the period ending June 30, 2003 will be due not later than **July 20, 2003**. Until full implementation of the quarterly CRA in FMS, the period end and due dates for the CRA report is as follows:

<u>PERIOD END DATE</u>	<u>DUE DATE</u>
JUNE 30	JULY 20
SEPTEMBER 30	OCTOBER 20
DECEMBER 31	JANUARY 20
MARCH 31	APRIL 20

Reports must be presented in the manner provided in Exhibit B. Contract center reports must agree with the amounts reported on the Center Financial Report (ETA 2110) in FMS for total amount funded, undelivered commitments, and total obligations – less cost to complete. All amounts must be rounded to whole dollars. Since these reports are used by the Regional and National Office to monitor project and costs, it is essential that they be accurate.

4. Effective Date: June 1, 2003
5. Inquiries: Questions, comments, and suggestions regarding these interim guidelines may be referred to Peter Calvo at (215) 861-5502, or email to calvo.peter@dol.gov.

Attachment B – Excel Spreadsheet

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